

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Division of Teaching and Learning Programs and Services
Bureau of Health and Nutrition Services and Child/Family/School Partnerships
25 Industrial Park Road
Middletown, Connecticut 06457-1543

M E M O R A N D U M

TO: Child and Adult Care Food Program (CACFP) Sponsors

FROM: Maureen Staggenborg, Director
Child Nutrition Programs

DATE: August 27, 2004

SUBJECT: **Operational Memorandum #20C-04 – Direct Certification**

Direct certification continues to be implemented by the Department of Social Services (DSS).

Direct certification allows sponsors to use data provided to families by the Department of Social Services to document income eligibility. This data is a letter certifying that the child listed is eligible for Temporary Family Assistance (TFA) or Food Stamps.

The Direct Certification letters from the Department of Social Services were mailed during the summer to Food Stamp and TFA households with children between the ages of 3 through 19. A copy of the sample letter is enclosed.

A separate letter in English or Spanish will be sent for each child. The cover letter instructs parents to take the letter(s) to school or Head Start.

Although Head Start is targeted, day care centers may also utilize direct certification. When a parent gives you a letter for their child enrolled in your center, that child is categorically eligible as free for CACFP benefits. The letter can be used in lieu of the Income Eligibility Application. If, however, you already have an application, it should also be retained. *Reminder: Head Start and Even Start may implement automatic eligibility procedures; refer to the Policy revised June 1997 and Operational Memorandum #21C-00 issued 7/10/2000.*

Sponsors must alert all personnel involved with the eligibility process about the direct certification provision.

If you have any questions regarding this information contact Maureen Staggenborg at 860-807-2070, Susan Boyle at 860-807-2074, Celia Cordero at (860) 807-2076 or Benedict Onye at 860-807-2080.

Enclosure